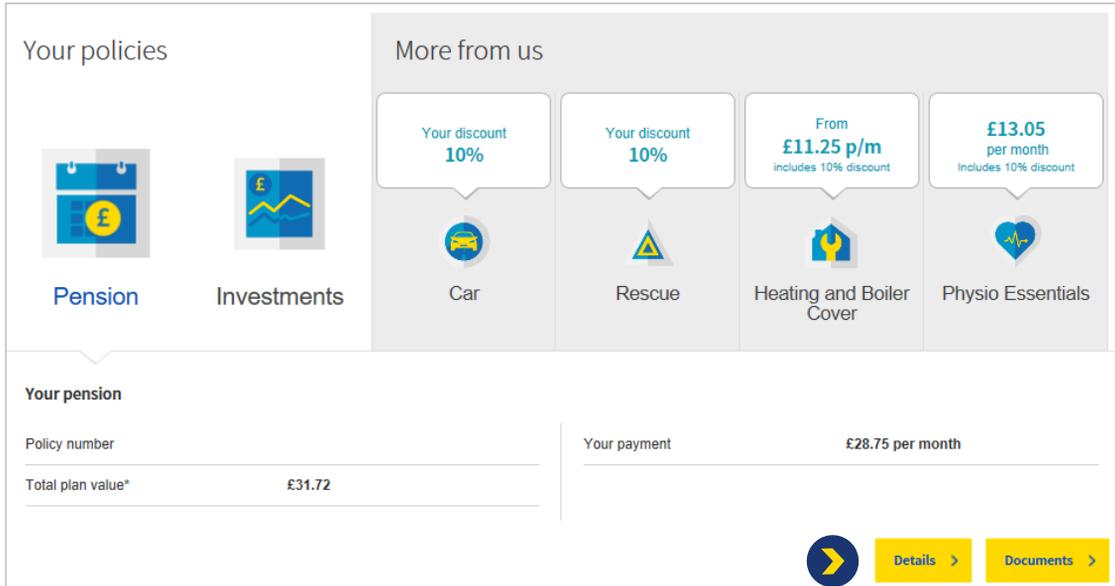


MyAviva

How to make a single payment

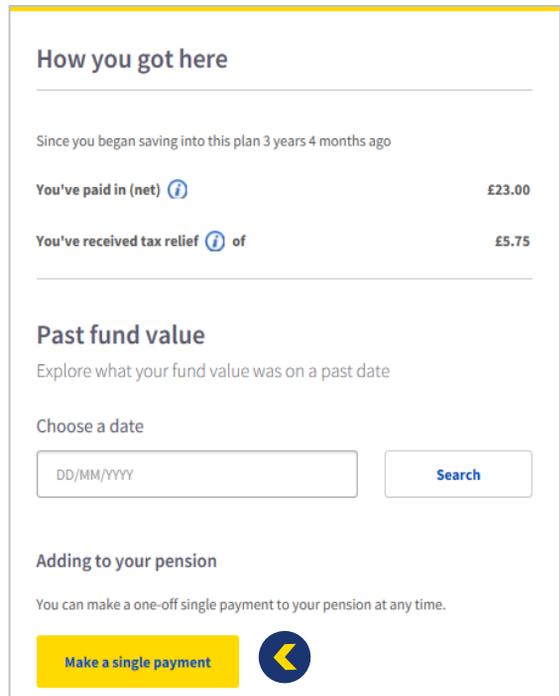
Once you are logged into your account, you will land on the main product screen; click the “Pension” icon.



The screenshot shows the MyAviva main product screen. On the left, under "Your policies", there are two icons: "Pension" (a calendar with a Euro symbol) and "Investments" (a line graph with a Euro symbol). On the right, under "More from us", there are four cards: "Car" (10% discount), "Rescue" (10% discount), "Heating and Boiler Cover" (From £11.25 p/m, includes 10% discount), and "Physio Essentials" (£13.05 per month, includes 10% discount). Below these, the "Your pension" section displays the policy number, total plan value (£31.72), and your payment (£28.75 per month). At the bottom right, there are three buttons: a blue arrow button, a yellow "Details" button, and a yellow "Documents" button.

From here, please click on the yellow “Details” button.

Scroll until you see a tab titled “How you got here”. Beneath this, you will need to click on the yellow “Make a single payment” button.



The screenshot shows the "How you got here" section. It includes a summary of savings history: "Since you began saving into this plan 3 years 4 months ago". Below this, there are two rows of data: "You've paid in (net)" for £23.00 and "You've received tax relief" for £5.75. The section also features a "Past fund value" subsection with a date picker and a "Search" button. At the bottom, there is an "Adding to your pension" section with a yellow "Make a single payment" button and a blue arrow button.

Please continue to page 2 of this document to continue this process.



A new page will load advising you of the process and advising you that you will need to make the payment by BACS.

Making a single payment to your pension

You can make a one-off payment into your pension at any time.

For debit card payments please call us on the number shown.

We cannot accept payment by credit card.

For personal payment bank transfer or BACS, please continue online and complete both steps below.

Step 1 - Complete this online process

Click on the 'About your payment' button below. Follow the steps to tell us about the amount you are paying and how you would like the money invested.

Step 2 - Send us your payment

Just ask your bank to send the payment by BACS or bank transfer to our account as follows:

Sort code: **40-02-50**
Account number: **61224662**

Include your plan number (which is shown at the top of this page) as the payment reference.

These details are repeated at the end of this online journey.

Please Note

We will not action your one-off payment instruction until we have received your payment and the funds are available in our account.

To find out more about contributing to your pension take a look at:
[Your pension and retirement](#)

 Coronavirus: [impact on investments](#)

 [About your payment](#)

After you have read and taken note of the bank details, you will need to click “About Your Payment”

The next page will ask you your employment status, residential status, how much you would like to pay and when you would like to make the payment.

1
Payment Details

2
Allocation

3
Confirm

Tell us about you and your payment

What is your current employment status?

What is your residential status?

How much are you sending us (net)?

*This money must come from your personal UK bank account.
To make a payment to this pension from a company call us on the number shown.*

With the tax relief your payment is worth £0.00 in your pension

The UK Government gives you a minimum of 20% on your gross personal pension contributions. This is called tax relief. For every 80p you put in, the Government adds another 20p (limits apply). [See FAQs for more details.](#)

When are you making your payment?

I've already sent it

Later today

Tomorrow

[Back](#) [Allocate your payment](#)

Once you have completed these details click the “Allocate your payment” button.



The “Allocate your payment page” will show you all the funds you are currently invested in and reflect the new single payment allocation as per your regular payments. If you are happy with this click “Next”.

Allocate your payment

We will split your payment across your existing funds, or you can edit your allocation or add new funds for this payment.

If you are not making changes to the default allocation below, please check it carefully.

Fund name	How much (£)
Aviva Pensions My Future Focus Growth S6	0% of payment £0.00
Aviva Pensions My Future Focus Consolidation S6	0% of payment £0.00

[Edit allocation](#)

[← Back](#)
[Next](#)

If you would like to change the allocation between your funds or, add new funds, you can click “Edit Allocation”.

Fund name Aviva Pensions My Future Focus Growth S6	Risk level (1 to 7)	4
	Fund charge (%)	0.00
Current allocation 0%		
Allocate <input type="text" value="0"/> % of your payment		

Fund name Aviva Pensions My Future Focus Consolidation S6	Risk level (1 to 7)	2
	Fund charge (%)	0.00
Current allocation 0%		
Allocate <input type="text" value="0"/> % of your payment		

Percentage left to allocate: 100%

[Add a new fund](#)

[← Back](#)
[Next](#)

Once you’ve selected how you would like to allocate your money, please click “Next”.

Please continue to page 4 of this document to continue this process.



Here, we will take you to the confirmation page to show you all of your selections. We will also advise you that we will be carrying out an anti-money laundering check which you will need to agree to before you can proceed.

 Payment Details	 Allocation	 Confirm
--	---	--

Confirm you are happy

Single (one-off) payment

We will not action your instruction until we have received your payment and the funds are available in our account.

Your current employment status: **Unemployed / Not working**

Single payment amount: <i>The amount you are paying in</i>	£1,000.00
With tax relief added: <i>The amount invested into your pension</i>	£1,250.00

You are making the payment on: **I've already sent it**

Allocation

Your payment will be used to buy:

Fund name	How much (£)
Aviva Pensions With-Profit	100 % of payment £1,000.00

 We will use the information you have provided to perform anti money laundering and fraud checks. We check your identity electronically; to do this, we will use a third-party company to carry out the check. The check will leave a 'footprint' on your credit file but it isn't a credit check so won't affect your credit rating.

Your payment must be a personal payment from your own UK bank account.

Please read before confirming

All investments contain an element of risk so please remember that the value of your investment can go down as well as up. You may get back less than has been invested.

You are buying units in the Aviva Pensions With-Profit Fund. Please note: If you move money out of the With-Profit Fund, we may reduce the value of your investment in the fund by applying a market value reduction. Market value reductions are a way of ensuring that customers remaining in the fund are not disadvantaged when others choose to leave.

You're confirming these changes at your own direct request and without any recommendation from Aviva.

I have read and understood the details above and I confirm I wish to proceed on this basis. I also understand that no action will be taken by Aviva until you have received my payment and cleared funds are available.

If you are yet to send us your payment, details of how to make a payment are shown on the next page.

[← Back](#) **Confirm**

Once you confirm that you agree to the check by ticking the appropriate box, click "Confirm" and a success message will appear.

